

Volunteer Opportunity

POSITION TITLE	ADULT COMPUTER TUTOR
SUPERVISOR	ADULT SERVICES SUPERVISOR
LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
Job Responsibilities:	<ul style="list-style-type: none"> Teach adult patrons how to use basic functions of MS Windows-based Personal Computers and MS Office applications, such as Word, Excel, Outlook, and Internet Explorer
Qualifications:	<ul style="list-style-type: none"> Intermediate to advanced knowledge in use of Personal Computers, as well as MS Office applications such as Word, Excel, PowerPoint, Outlook, and Internet Explorer Ability to convey knowledge to beginning-level adult students Ability to help students identify their needs
Job Summary:	<ul style="list-style-type: none"> Teach basics of how to: <ul style="list-style-type: none"> access and navigate the Internet set up and access an email account print and save documents Evening or weekend availability Other duties as may be necessary to complete tasks
Material & Equipment Used:	<ul style="list-style-type: none"> IBM personal computers with Microsoft office productivity applications (e.g., Word, Excel, Outlook) and Internet Explorer
Work Environment & Physical Activities:	<ul style="list-style-type: none"> Relaxed atmosphere in Library Homework Center Ability to sit for a one-hour tutoring session
Training Provided:	<ul style="list-style-type: none"> Volunteer will be familiarized with the Library Personal Computers to be used for this training
Minimum Time Commitment:	<ul style="list-style-type: none"> 1-2 hours per week
Benefits:	<ul style="list-style-type: none"> Annual volunteer recognition luncheon Sharing knowledge that can help others enrich their lives Being part of a team at one of the top libraries in the State

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email.

Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.